A. PURPOSE

The purpose of this policy is to establish the terms and conditions of wage employment at the University.

B. AUTHORITY

**Virginia Code Section 23-9.2:3, as amended**, grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the **Board of Visitors Bylaws** grants authority to the President to implement the policies and procedures of the Board relating to University operations.

**Virginia Department of Human Resource Management Policy 2.20 – Types of Employment**

C. DEFINITIONS

**Wage Employee** – A non-salaried employee who receives pay for hours worked and is not covered by the provisions of the Virginia Personnel Act. (Wage employees are sometimes referred to as hourly employees.) Wage employees have no guarantee of employment for a particular term or a particular daily or weekly work schedule; they serve at the will of the designated hiring official, and may be terminated at any time.

**Wage Employment** - Employment to meet seasonal, temporary, part-time, or casual workforce needs.

**Web Time Entry (WTE)** - A web-based system designed to enable employees to submit hours worked and leave information electronically, eliminating the paper submission of time slips, time and attendance forms, leave activity forms, and leave reports.

D. SCOPE

This policy applies to all University departments.
E. POLICY STATEMENT

It is the policy of the University to comply with Federal and State employment laws with regard
to wage employment and to support wage employees through consistent application of policies
and procedures.

F. PROCEDURES

Hours of Work

Wage employees are restricted to working 29 hours per week on average during the timeframe
of May 1 to April 30 (up to 1500 hours). Supervisors are responsible for monitoring hours worked
and ensuring compliance with this law.

The Department of Human Resources provides reports to supervisors that support monitoring
hours worked by wage employees. If a wage employee is in danger of exceeding the 29 hours per
week on average in the May 1 – April 30 period, Human Resources will direct the supervisor to
establish a plan in writing describing how work hours will be adjusted to remain compliant with
the work hour limit. The supervisor must submit the plan to the Department of Human Resources.

There are no exceptions to the work hour limits for wage employees. Supervisors who allow wage
employees to exceed the 29 hours per week on average during May 1 to April 30 are in non-
compliance with State policy.

Supervisors are responsible for ensuring that wage employee work hours are entered, verified
and approved via Web Time Entry (WTE) each pay period.

Compensation

Wage employees are paid using the hourly equivalent of the salaries for comparable classified
positions in the Commonwealth's salary structure. Wage employees are considered non-exempt
for purposes of the Federal Fair Labor Standards Act (FLSA). As such, wage employees will be
compensated at one and one-half times the employee's hourly rate for hours worked over 40 in
a work week.

Wage employees are not eligible for holiday pay and will not be compensated for official
University holidays unless these days are worked.

Pay rate increases may be requested from the Department of Human Resources. Pay rate
increases are contingent on the availability of budget unit funds and requests may be assessed
using pay factors comparable to those used for classified staff.

Benefits

Wage employees are eligible for the following benefits:
  Family and Medical Leave Act (FMLA)
  Military Leave
  403(b) Tax Sheltered Annuities
  457 Deferred Compensation Plan
  AFLAC Insurance
  Tuition Assistance at a pro-rated rate
  Return to Work Program
Workers' Compensation
University identification card privileges

Information concerning these benefits is available from the Benefits Unit in the Department of Human Resources.

Supervisor Responsibilities

Supervisors are responsible for:
- Assigning duties, monitoring performance and providing feedback as needed
- Scheduling wage employees to ensure that total hours worked does not exceed 29 hours/week on average during the May 1 – April 30 period each year
- Monitoring and tracking hours worked on an on-going basis
- Reviewing and approving time in WTE each pay period
- Revising work schedules when needed to insure compliance with the 29 hours/week average limit

Employee Responsibilities

Wage employees are expected to:
- Report to work as scheduled
- Performing work as assigned
- Obtain approval prior to changing work hours including arriving early or leaving late
- Enter work hours accurately in WTE each pay period

Employee Relations

Wage employees are expected to comply with the Old Dominion University Policies and Procedures, the ODU Code of Ethics, the Service Standards and guidelines provided in the Wage Employee Guidebook. Wage employees are also expected to conform to the standards for behavior and performance provided in the Standards of Conduct Policy. The protections contained in the Commonwealth’s Standards of Conduct Policy, including access to the Grievance Procedure, are not available to wage employees.

Wage employees may contact the Employee Relations unit in the Department of Human Resources for assistance with workplace concerns. Wage employees may contact the Office of Institutional Equity and Diversity for assistance should they believe they have been the victim of discrimination, retaliation, sexual harassment or related concerns.

Records Retention

Time and attendance, deduction authorizations, compensation and leave records are retained for five years and then destroyed in compliance with the Commonwealth’s Records Retention and Disposition Schedule.

G. RESPONSIBLE OFFICER

Staffing and Operations Manager, Department of Human Resources
H. RELATED INFORMATION

Federal Fair Labor Standards Act
University Policy 1002 – Code of Ethics
University Policy 6020 - Recruitment/Selection of Classified and Wage Positions
University Policy 6130 - Policy for Emergency Employment
Wage Employee Guidebook
POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Pamela Harris  March 21, 2016
Responsible Officer  Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks  November 17, 2015
Chair, Policy Review Committee (PRC)  Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ September Sanderlin  March 21, 2016
Responsible Oversight Executive  Date

University Counsel Approval to Proceed:

/s/ R. Earl Nance  March 29, 2016
University Counsel  Date

Presidential Approval:

/s/ John R. Broderick  March 30, 2016
President  Date

Policy Revision Dates:  October 10, 1994; October 2, 2009; March 30, 2016

Scheduled Review Date:  March 30, 2021